



Segue Institute for Learning

Where ALL Students are "AT PROMISE"

325 Cowden Street – Central Falls, RI – 02863

Phone – (401) 721-0964 * Fax – (401) 721-0984 * Website – SegueIFL.org

Angelo Garcia – Founder, Executive Director

Board of Directors Monthly Meeting

Monday, December 15, 2014

5:30 – 7:00 p.m.

Annex Building Conference Room

MINUTES

▪ Call to Order

Meeting was called to order at 5:29 p.m. while present members waited for full quorum. Meeting was officially called to order at 6:12 p.m. when quorum was established by Mr. Cohen.

▪ Roll Call

Members present: J. Cohen (6:12 p.m.); Ms. Elefsiades, Mr. Harrison, Mrs. Ristaino-Siegel, Ms. M. Rivera, and Mrs. Schechtman.

Members excused: Mr. Setaro, Mrs. Hoffens-Vargas, and Mr. Wentzell.

Staff Present: Mr. Garcia, Mrs. Manocchio, Mrs. Boule, Mrs. Lourenco, and Ms. Rivera.

▪ Approval of Meeting Minutes

+ Monday, November 17, 2014

Motion to approve minutes by Mr. Harrison, second by Mrs. Ristaino-Siegel. All members were in favor [5 of 6 present]. Motion passed. Minutes approved.

▪ Staff and Committee Reports – *Mr. Garcia requested on behalf of Mrs. Manocchio that the Finance committee report be presented first.*

+ *Finance* – Mrs. Ristaino-Siegel presented the board with the committee's report in the absence of Mr. Wentzell. Statements, bank reconciliations and receivables were reviewed for the months of October through November. The school administration continues its search for a roofing company that can address the present situation with both buildings' roofs. Lastly, the Maintenance committee has not met yet but will do so in a later date. Mrs. Manocchio mentions that the Board was previously provided with the 990 form of the school for their review and questions.

+ *Academics* – Mrs. Lourenco, Middle School HOS, reported on the upcoming PARCC testing preparation which will take place during the months of March and May 2015. She provided a timeline to the board on how this will take place at the school. In January, the school's schedule will be changed to accommodate the test preparation for students. Ms. Elefsiades asked how the board may support the school with this to which Mrs. Lourenco responded perhaps through a letter from the board and the presence of members during the evening workshops to parents.

+ *Personnel* – Ms. Elefsiades reported that the committee met to revise and update the Employee Handbook. She mentioned that a copy was provided to all members as a first read for their review and feedback.

▪ Founder, Executive Director –

Academics –

+ Students at Segue continue to receive a top-notch academically charged curriculum and program.

+ RIDE has finally offered some guidance on Science NECAP results release. Results will happen this month. RIDE asking that folks be "mindful while interpreting information".



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- + Segue staff very intentional with conversations around supporting highest/greatest need students.
- + MAGn'T addition to Friday schedules continues to be a great plus for co-teaching that is beneficial for both students and staff.
- + Segue's work on ELL Curriculum on hold as RIDE staff doing project left. No word from RIDE as to who is taking that work on and how Segue fits into the work for the coming year.

Student Life –

- + Segue students participated in annual "Picture Day" with Life Touch company. Very organized. Cafeteria was used this year.
- + Segue had an incredibly successful Arts Night/Thanksgiving Dinner at school. Over 400 students, family members and Segue supporters present. Dinner was provided by Aramark. Parents brought in desserts and drinks. MAGn'T Programs all participated and talents were showcased.
- + Segue students and staff participated in quarterly "Segue Celebrations Day" right before Thanksgiving break to celebrate hard work and accomplishments over the first half of the quarter. Activities include art projects, Just Dance, Snacks and movies.
- + After School clubs are well under way and are coming along smoothly. Activities include Chess, Hip Hop Dance, Cru-Club, Yearbook, Drama and Book Club. Already planning next round of activities for 2nd semester.

Parental Involvement –

- + Parents and caregivers continue to complete their hours of service throughout the second quarter at school.
- + Mrs. Morel wrapped up URI Snap Program on nutrition and wellness lessons on Fridays. Great attendance to those workshops. Certificate ceremony for families that participated. Also offered gift cards for perfect attendance.
- + Adult Ed classes wrapped up last month as well. Certificate ceremony for parents who participated in that as well.

Staff Stuff –

- + Mrs. Kerwin transitioned into her new role as lead coach. Science Teacher hired; working out some issues with RIDE's certification office to ensure we are all set.
- + Difficult time in finding an After School club coordinator at school. Part time job. Posted on School Spring and also Facebook.
- + Segue staff continues to participate in developing Professional Growth Goals (PGG's) as well as Student Learning Outcomes (SLO's). Mrs. Lourenco and Mrs. Boule are responsible for evaluation of certified teacher staff.
- + Mr. Garcia is responsible for evaluation of non-teaching leadership staff. First round of meetings/pre-conferences done. Final approval of deliverables (Growth Goals) and also evidence this month (December).

School Community –

- + Mr. Garcia/Mrs. Lourenco working closely with RIDE staff and Board members to revisit plan for charter growth. Meeting in early December with Mr. Osborn at RIDE. Productive and helpful.
- + Nelli Gorbea (RI Secretary of State – Elect) visited school in mid-November and toured classrooms and met with students and staff. Very exciting to have her in the buildings.
- + Furniture donation from Osram/Sylvania to Segue. Chairs, Conference Tables, cabinets and AV Carts. Free to school. Segue paid to have moving company deliver them.



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Building Issues –

- + Roof issues remain. No vendors following through. Leak in Music Room/Gym both active throughout the month of November.
- + Segue did not have any heat issues throughout the month of November. Space heaters purchased for areas of the building that are cold and have no heat vents (Nurse’s office and front office vestibule).
- + *Nominations & Governance* – Members received names of other community members who might be interested in Segue. These persons were added to our list, but members agreed to explore other individuals already in the cultivation pipeline before exploring these new individuals. Members tabled a review of the Board Member position description until our next meeting. Furthermore they discussed the pros and cons of conducting board member exit interviews; no decision was made regarding this, but members were tasked with coming up with very specific, close-ended questions should the idea of exit interviews be pursued further. Members discussed results of visits to Segue by potential Board members. Mr. Garcia shared that each visitor (Messrs. Kazarian and DeBurgo and Rev. Flug) was impressed by the school and its mission, and they each expressed interest in being involved at the Board level. Members also discussed the assets/skill sets presented by each potential Board member, and recognized how they will benefit the Segue community. Mr. Harrison will communicate with committee members and with potential board members to schedule interview(s).

- + *Ad-Hoc Planned Maintenance Task Force Updates* – no updates

■ **Public Comment**

- + Mr. Garcia presents to the board Mrs. Boule’s role
- + Mr. Cohen presents his letter of resignation as co-chair and member of the Board effective December 31, 2014. Mr. Garcia and other board members thank Mr. Cohen for his services and dedication to the board and Segue.

■ **New Business**

- + Review Segue Annual Report for 2013-2014
Mr. Garcia asks the board to review and provide feedback before the scheduled send date of December 19. The original date is December 31, 2014 but the school will be closing on the 19th for the holidays.
- + Report back from RIDE meeting with Stephen Osborn on Segue Charter Modification.
Mr. Garcia provided the board with a brief overview of his and Mrs. Lourenco’s conversation with Mr. Osborn.
- + Request for budget items/direction from the board – Mr. Cohen on behalf of Mr. Wentzell and Mrs. Manocchio does a “all roll call” regarding the budget preparation process and board role and strategic priorities and any specifics that would be discussed.

■ **Adjournment**

- + Motion to adjourn the meeting was made by Mrs. Ristaino-Siegel and second by Mrs. Schechtman. All members were in favor. Motion passed. Meeting was adjourned at 7:11 p.m.



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Minutes Approved by:

Minutes Recorded by:

Jeffrey Wentzell – Signature on File

Board of Directors Co-Chair

Signature of File

Grace M. Rivera

Staff Secretary to the Board

Approved on:

February 4, 2015

Date

Date:

February 4, 2015